Approved For Release 2001/09/03: CIA-RDP74-00005R000200100031-8

TELEGRAMS

According to Forms Branch Std Form 14 Telegram form used by US Government is obsolete for use here.

Checked with Cable Sec re use of tlelegrams--Said there are a few offices sending telegrams such as

Director -- called O/DCI said they are few and far between. When sent they would go out from office and are usually typed on plain tissue.

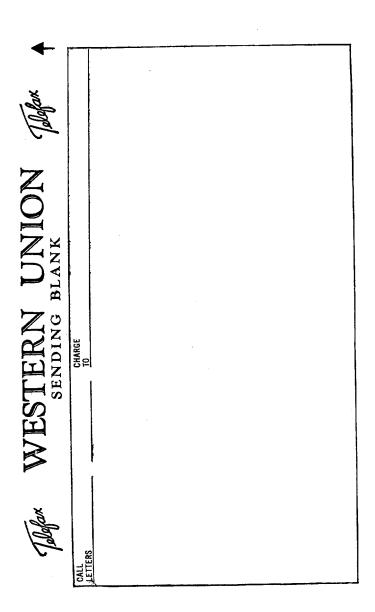
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O/Personnel - checked with in Recruiting
She sends about 10-15 per month. Uses Western
Union's telefax form and sends wire direct over
their own machine.

STATINTL

- OTR checked with Oscar none sent from thera. The JCT Branch indicated that if they originated any it would be sent out thru TR/Pers Br. The Pers Br said they call by telephone rather than wire.
- O/DDS checked with Sally in past 15 months none sent from that office.

Apparently not enough use made of telegrams to warrant a section in the Correspondence Handbook.



PLEASE TYPE OR WRITE PLAINLY WITHIN BORDER -- DO NOT FOLD Send the above message, subject to the terms on back hereof, which are hereby agreed to

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ALL MESSAGES TAKEN BY THIS COMPANY ARE SUBJECT TO THE FOLLOWING TERMS:

To guard against mistakes or delays, the sender of a message should order it repeated, that is, telegraphed back to the originating office for comparison. For this, one-half the unrepeated messes, rate is current in a delition. Unless otherwise indicated on its face, this is an unrepeated message and fair for as such, in consideration whereof it is agreed between the enumber of the message and the Telegraph Company as follows:

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An any event the Telegraph Company stall not be liable for damages for mistakes or delays in the transmission or delivery, or for the non-delivery, of any message whether the northerness it is set after or chievales, beyind the actual loss, not exceeding in any event the sum of five thousage to which amount the sender of each message is whether message is requested to the state in writing by the sonder there is the time the message is redored for tennemissions and this state in writing by the sonder there is the time the message is redored for tennemissions and this state in writing by the sonder there is the time the message is redored for tennemissions of the message is redored for tennemissions of the message is the first message in the first message is the message in the first message is the first message in the first message in the first message is the first message in the first message in the first message is the first message in the first message is the first message in the first message in the first message is the first message in the first message in the first message is the first message in the first message in the first message is the first message in the first message in the first message is the first message in the first message in the first message is the first message in the first message in the first message is the first message in the first message in the first message is the first message in the first message in the first message is the first message in the first message in the first message is the first message in the

destination. The Telegraph Company is hereby made the agent of the sender, without liability, to forward this message over the lines of any other company when necessary to reach its

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7. It is agreed that in any action by the Telegraph Company to recover the tolls for any message or messages the prompt and correct transmission and delivery thereof shall be gresumed, subject to rebuttal by competent evidence.

all the foregoing terms. Special terms governing the transmission of messages according to their classes, as enumerated below, shall apply to messages in each of such respective classes in addition to

A No employee of the Telegraph Company is authorized to vary the foregoing.

CLASSES OF SERVICE

The fastest domestic service.

DOMESTIC SERVICES

DAY LETTER (DL)

A deferred same-day service, at low rates,

NIGHT LETTER (NL)

Economical overnight service. Accepted up to 2 A, M. for delivery the following morning, at rates lower than the Telegram or Day Letter rates.

INTERNATIONAL SERVICES

The fastest overseas service. May be written in code, cipher, or in any language copressed in Roman letters.

LETTER TELEGRAM (LT) For overnight plain language messages, at half-rate. Minimum charge for 22 words applica

For messages to and from ships at sea.